

**Request for DCF Child Care Assistance at
Flint Hills Job Corps Child Development Center**

SECTION I

To be completed by parent, signed by Job Corps staff and sent to Manhattan DCF Service Center, 2709 Amherst Ave., Manhattan, KS 66502, (785) 776-4011, at time of Job Corps entry.

Name: _____ SSN: _____

Date of Birth: _____

I am requesting the Flint Hills Job Corps Child Development Center to provide Child Care Services for my child/ren during the time I am attending training at the Flint Hills Job Corps at Manhattan, Kansas. I authorize DCF and Flint Hills Job Corps staff to exchange information needed to determine my eligibility for this service. I understand my eligibility depends upon attendance and will end when I leave the Job Corps campus.

Child's Name	SSN	Date of Birth	Date Care Began	Hours of Care per Month	Months Where Hours Needed Differ (indicate hours needed)

SOLO PARENT SIGNATURE

DATE

JOB CORPS STAFF SIGNATURE

SECTION II

Completed by Job Corps staff at time Solo Parent leaves Job Corps campus. Mail to Manhattan DCF Office.

Last Day of Care: _____
Date

Forwarding Address:

JOB CORPS STAFF SIGNATURE
White & Blue - DCF Service Center Yellow - Job Corps

INSTRUCTIONS

1. Each Solo Parent entering Job Corps is required to fill out Section I of the Request for Services Form.
2. Job Corps Staff maintains a copy and sends a copy to DCF Service Center to maintain in client file.
3. Section II is completed and sent to DCF by Job Corps Staff when the child is no longer being cared for by the Flint Hills Child Development Center.
4. An DCF Notice of Case Closure must be sent to the Solo Parent from the DCF Service Center. A copy should be maintained in client file.